

Parks Temporary Maintenance Employee

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trade's work; participating in park maintenance and repair assignments, and related work as apparent or assigned. Reports directly to the Crew Leader, with limited supervision by the Maintenance Supervisor. Work hours for this position are 7:30am to 4:30pm Monday through Friday with 1 hour for lunch. Hours are subject to change due to work demands or as needed. Employment duration for this position is 26 weeks.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists in general assignments such as seeding, mowing, trimming, spraying, pruning, clearing debris, etc

Maintains equipment including changing oil, sharpening blades, etc

Participates in maintaining, repairing and constructing ball fields, playground equipment and other associated grounds keeping duties

Recognizes and diagnoses potential problems associated with the parks

Maintains logs and checklists

Effectively communications both orally and in writing

Assists in Playground Safety Inspections

Knowledge, Skills and Abilities

Thorough knowledge of the methods, materials, tools and equipment used in building and grounds maintenance and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to work with others; ability to maintain records; ability to operate motorized vehicles, including towing; ability to establish and maintain effective working relationships with associates and the general public

Education and Experience

High school diploma or GED and experience in grounds maintenance, repair and construction, masonry and equipment maintenance, or equivalent combination of education and experience

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; heavy lifting up to 75 pounds; work regularly requires standing, frequently requires walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving

small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and exposure to vibration and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to blood borne pathogens and will be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. field work, business office, light traffic).

Special Requirements

Valid driver's license in the State of Indiana

Interested parties should send résumés by noon on April 7, 2014 to the Westfield Parks and Recreation Department, 2728 E 171st Street, Westfield, IN 46074. Résumés may also be e-mailed to jmcbride@westfield.in.gov.